

Memorandum

Date : May 17, 2004

To : Executive Staff
Regional Administrators, Institutions Division
Regional Parole Administrators
Regional Administrators, Health Care Services Division
Wardens
Health Care Managers

Subject : **INTERNAL HIRING FREEZE REVISIONS**

The purpose of this memorandum is to revise the provisions of the internal hiring freeze to comply with recent developments impacting departmental hires. Included in this revision are: 1.) Additional classifications and specific positions exempted from the internal hiring freeze. 2.) An expanded exemption from the internal hiring freeze to include permanent appointments of surplus Youth & Adult Correctional Agency (YACA) employees. 3.) A reminder that authorization to make permanent Correctional Lieutenant hires expired at the close of business May 7, 2004.

Religious Chaplain - Statewide

Hiring Freeze Exemption Request, STWD-3-006 was approved by the Department of Finance (DOF) for Religious Chaplain (all denominations). The classification has been added to the attached revised listing of classifications exempt from the internal hiring freeze. The Religious Chaplain exemption is for current and future vacancies as they arise.

Various Classes - Case Records

Two Hiring Freeze Exemption Requests were approved by the DOF for Case Records positions. The first exemption approved on April 6, 2004, was STWD-3-008 which was only a partial approval strictly for 77 Office Assistant (OA) Typing (T) positions at various locations. The second exemption approved on May 6, 2004, was STWD-3-012 and is for an additional 229 Case Records positions which brings the total number to 306 positions. A breakdown of the locations and the number of positions at each is attached. The DOF approval for the positions is not a blanket exemption and covers current listed vacancies only. Therefore, should these positions become vacant in the future; a *new external and internal* hiring freeze exemption approval will be required. Additionally, in order to ensure the intent of the external exemption is upheld, individuals appointed under this exemption must remain in the position for a minimum of six months or until their probationary period is completed, whichever is later. The only exception to allow an appointment of shorter duration is in the event the employee is promoted or voluntarily chooses to leave the position and accept appointment outside of his/her current institution, program, etc.

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Implementation of Arbitrator's Opinion and Award - Bargaining Unit 12 Positions

Internal Hiring Freeze Exemption is granted for appointments to fill newly reclassified positions relative to implementation of the Arbitrator's Opinion and Award in the matter of the dispute between the International Union of Operating Engineers (IUOE) and the California Department of Corrections (CDC). The positions are disputed Correctional Officer (CO) positions which are being reclassified to Bargaining Unit (BU) 12 classifications (i.e., Truck Driver, CF, Heavy Truck Driver, CF, Material & Stores Supervisor I, Correctional Facility [CF], Automotive Equipment Operator I, CF, Locksmith I, CF and Correctional Supervising Cook, CF). A breakdown of the CO positions to be reclassified and the exempted classifications/position numbers they will become is attached. The internal exemption is a one-time only approval to fill the newly reclassified BU 12 classifications. At this time, the CDC has not yet obtained approval of an exemption from the Governor's hiring freeze but will continue to negotiate with the DOF. Therefore, appointments to these positions must comply with the parameters of the external hiring freeze. Any future vacancies of these positions will require a *new internal and external* hiring freeze exemption approval.

State Restriction of Appointment (SROA)/Surplus Employee Exemption - All YACA Departments

Hiring Freeze Exemption Request, YACA3-002 was approved and exempt appointments between YACA departments of YACA employees who have been designated SROA/Surplus. Therefore, a **new exemption is added** as follows:

Current YACA departments' staff that have been designated SROA/Surplus. YACA departments include:

- **Department of Corrections**
- **Department of Youth Authority**
- **Prison Industry Authority**
- **Board of Corrections**
- **Board of Prison Terms**
- **Commission on Correctional Peace Officers' Standards and Training**
- **Narcotic Addict Evaluation Authority**

The DOF approval is a blanket exemption for current and future vacancies. Appointment is allowable to the surplus employees' current classification and classifications to which they may legally transfer. Surplus YACA applicants must attach

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a copy of their SROA/Surplus letter with their state application. Hiring programs must contact the applicants' Personnel Office to verify that the individual is currently surplus prior to making a job offer. If hired, a copy of the individual's SROA/Surplus letter must be included with appointment documentation submitted to the Personnel Office for processing.

Expiration of Authorization to Hire Permanent Correctional Lieutenants

As a reminder, the authorization for programs and institutions to hire Correctional Lieutenants on a permanent basis expired at the close of business on Friday, May 7, 2004. Therefore, all Correctional Lieutenant appointments will again revert to limited-term only unless an approved Internal Hiring Freeze Exemption Request has been obtained. Job offers made and accepted on or prior to May 7, 2004, with an effective date after, will be honored. Programs and institutions should document job offers with report dates beyond May 7, 2004, in writing and retain for audit purposes. The Correctional Training Facility and Salinas Valley State Prison remain exempt from the internal hiring freeze for the Correctional Sergeant classification only. These institutions may hire Correctional Sergeants on a permanent basis without an approved Internal Hiring Freeze Request.

Please ensure this information is shared with appropriate staff immediately. If you have any questions or need additional information, please contact the Departmental Placement Services Team (DPST) via e-mail at Placement.svcs@corr.ca.gov or (916) 327-9761.

Original Signed By

FRANK E. RENWICK
Deputy Director
Administrative Services Division

Original Signed By

WENDY STILL
Deputy Director
Financial Services Division

Attachments

cc: DPST
Institutional Personnel Officers
Personnel Liaisons

CASE RECORDS
EXTERNAL AND INTERNAL FREEZE EXEMPTIONS APPROVED

Institutions	OA's granted in April	Additional Exemptions granted in May	TOTAL EXEMPTIONS GRANTED
ASP	0	8	8
CAL	0	1	1
CCC	0	5	5
CCF	0	11	11
CCI: (I/II-6)(CCIRC-4)(CCI4A/B-2)	5	7	12
CCWF: (RC-11)(GP-2)	9	4	13
CEN	0	5	5
CIM: (MIN-7)(RCC-4)(RCE-4)(RCW-3)	8	10	18
CIW	1	4	5
CMC: (EAST-10)(WEST-2)	5	7	12
CMF	1	5	6
COR	0	3	3
CRC: (FELON-3)(N#-2)	2	3	5
CTF	0	4	4
CVSP	0	2	2
DVI: (RC-20)(GP-5)	11	14	25
FSP	0	5	5
HDSP	0	7	7
ISP	0	6	6
LAC	0	3	3
MCSP	0	0	0
NKSP	0	14	14
PBSP	0	2	2
PVSP	1	8	9
RJD: (RC-4)(GP-8)	4	8	12
SAC	0	0	0
SATF	5	10	15
SCC	2	8	10
SOL	0	4	4
SQ: (RC-13)(GP-8)	5	14	19
SVSP	0	5	5
VSPW: (RC-3)(GP-6)	3	6	9
WSP	11	14	25
TOTALS	73	207	280

Headquarters	OA's granted in April	Additional Exemptions granted in May	TOTAL EXEMPTIONS GRANTED
CR ADMIN	0	1	1
ID/W	0	5	5
LPU	0	0	0
ARCHIVES	2	5	7
TOTALS	2	11	13

P&CSD	2	11	13
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GRAND TOTALS	77	229	306
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Institution	Current Position Title	Current Position Number	Time Base		Reclassified Position Title	Time Base	Reclassified Position Number
ASP	Correctional Officer	026-202-9662-274	1.00	to	Materials and Stores Supervisor I, CF	1.00	026-261-1508-012
ASP	Correctional Officer	026-202-9662-273	0.60	to	Materials and Stores Supervisor I, CF	0.60	026-261-1508-013
			1.60			1.60	
CAL	Correctional Officer	178-205-9662-011	0.64	to	Heavy Truck Driver, CF	0.40	178-264-6379-005
CAL	Correctional Officer	178-205-9662-012	1.00	to	Heavy Truck Driver, CF	1.00	178-264-6379-006
CAL	Correctional Officer	178-205-9662-013	1.00	to	Heavy Truck Driver, CF	1.00	178-264-6379-007
CAL	Correctional Officer	178-205-9662-014	1.00	to	Heavy Truck Driver, CF	1.00	178-264-6379-008
CAL	Correctional Officer	178-205-9662-015	1.00	to	Heavy Truck Driver, CF	1.00	178-264-6379-009
CAL	Correctional Officer	178-205-9662-016	1.00	to	Heavy Truck Driver, CF	1.00	178-264-6379-010
CAL	Correctional Officer	178-205-9662-017	1.00	to	Heavy Truck Driver, CF	1.00	178-264-6379-003
CAL	Correctional Officer	178-205-9662-018	1.00	to	Heavy Truck Driver, CF	1.00	178-264-6379-004
CAL	Correctional Officer	178-205-9662-019	0.26	to	Heavy Truck Driver, CF	0.50	178-264-6379-011
CAL	Correctional Officer	178-205-9662-019	0.60	to	Heavy Truck Driver, CF	0.60	178-264-6379-005
			8.50			8.50	
CCI	Correctional Officer	054-201-9662-055	1.00	to	Materials and Stores Supervisor I	1.00	054-261-1508-009
CCI	Correctional Officer	054-201-9662-056	1.00	to	Materials and Stores Supervisor I	1.00	054-261-1508-010
CCI	Correctional Officer	054-201-9662-057	1.00	to	Materials and Stores Supervisor I	1.00	054-261-1508-011
CCI	Correctional Officer	054-201-9662-058	0.79	to	Materials and Stores Supervisor I	0.79	054-261-1508-012
			3.79			3.79	
CCWF	Correctional Officer	381-202-9662-319	1.00	to	Materials and Stores Supervisor I	1.00	381-201-1508-001
CCWF	Correctional Officer	381-202-9662-320	1.00	to	Materials and Stores Supervisor I	1.00	381-201-1508-002
CCWF	Correctional Officer	381-202-9662-321	1.00	to	Materials and Stores Supervisor I	1.00	381-201-1508-003
CCWF	Correctional Officer	381-202-9662-322	1.00	to	Materials and Stores Supervisor I	1.00	381-201-1508-004
			4.00			4.00	
CEN	Correctional Officer	403-202-9662-032	1.00	to	Heavy Truck Driver, CF	1.00	403-201-6379-001
CEN	Correctional Officer	403-202-9662-065	1.00	to	Heavy Truck Driver, CF	1.00	403-201-6379-002
CEN	Correctional Officer	403-202-9662-140	1.00	to	Heavy Truck Driver, CF	1.00	403-201-6379-003
CEN	Correctional Officer	403-203-9662-008	1.00	to	Heavy Truck Driver, CF	1.00	403-201-6379-004
CEN	Correctional Officer	403-203-9662-156	1.00	to	Heavy Truck Driver, CF	1.00	403-211-6379-001
CEN	Correctional Officer	403-204-9662-051	1.00	to	Heavy Truck Driver, CF	1.00	403-211-6379-002
CEN	Correctional Officer	403-204-9662-125	1.00	to	Heavy Truck Driver, CF	1.00	403-211-6379-003
CEN	Correctional Officer	403-205-9662-046	1.00	to	Heavy Truck Driver, CF	1.00	403-211-6379-004
CEN	Correctional Officer	403-205-9662-108	0.62	to	Heavy Truck Driver, CF	0.62	403-211-6379-005
			8.62			8.62	

Institution	Current Position Title	Current Position Number	Time Base		Reclassified Position Title	Time Base	Reclassified Position Number
CIW	Correctional Officer	086-203-9662-027	1.00	to	Materials and Stores Supervisor I	1.00	086-216-1508-001
			1.00			1.00	
CMC	Correctional Officer	056-208-9662-766	0.13	to	Auto Equipment Operator	1.00	056-242-6394-003
CMC	Correctional Officer	056-208-9662-768	0.18				
CMC	Correctional Officer	056-208-9662-759	0.69				
			1.00			1.00	
COR	Correctional Officer	084-207-9662-268	1.00	to	Automotive Equipment Operator I, CF	1.00	084-216-6394-001
COR	Correctional Officer	084-207-9662-269	1.00	to	Automotive Equipment Operator I, CF	1.00	084-211-6394-002
COR	Correctional Officer	084-207-9662-270	1.00	to	Automotive Equipment Operator I, CF	1.00	084-211-6394-003
COR	Correctional Officer	084-207-9662-276	1.00	to	Automotive Equipment Operator I, CF	1.00	084-211-6394-004
COR	Correctional Officer	084-207-9662-277	1.00	to	Automotive Equipment Operator I, CF	1.00	084-211-6394-005
COR	Correctional Officer	084-207-9662-278	1.00	to	Automotive Equipment Operator I, CF	1.00	084-211-6394-006
COR	Correctional Officer	084-207-9662-279	1.00	to	Automotive Equipment Operator I, CF	1.00	084-211-6394-007
COR	Correctional Officer	084-207-9662-280	0.44	to	Automotive Equipment Operator I, CF	0.44	084-211-6394-008
			7.44			7.44	
CRC	Correctional Officer	079-204-9662-052	1.00	to	Heavy Truck Driver, CF	1.00	079-216-6379-002
CRC	Correctional Officer	079-204-9662-212	0.06	to	Heavy Truck Driver, CF	0.06	079-216-6379-003
			1.06			1.06	
CTF	Correctional Officer	101-202-9662-100	1.00	to	Heavy Truck Driver, CF	1.00	101-216-6379-001
CTF	Correctional Officer	101-204-9662-089	1.00	to	Heavy Truck Driver, CF	1.00	101-216-6379-002
CTF	Correctional Officer	101-206-9662-089	1.00	to	Heavy Truck Driver, CF	1.00	101-216-6379-003
			3.00			3.00	
CVSP	Correctional Officer	028-202-9662-179	1.00	to	Heavy Truck Driver, CF	1.00	028-261-6379-002
CVSP	Correctional Officer	028-202-9662-196	1.00	to	Heavy Truck Driver, CF	1.00	028-261-6379-003
CVSP	Correctional Officer	028-203-9662-263	1.00	to	Heavy Truck Driver, CF	1.00	028-261-6379-004
CVSP	Correctional Officer	028-203-9662-331	1.00	to	Heavy Truck Driver, CF	1.00	028-261-6379-005
CVSP	Correctional Officer	028-201-9662-099	0.33	to	Heavy Truck Driver, CF	0.66	028-261-6379-006
CVSP	Correctional Officer	028-205-9662-417	0.33				
			4.66			4.66	
DVI	Correctional Officer	106-203-9662-079	1.00	to	Locksmith I, CF	1.00	106-216-6643-002
			1.00			1.00	

Institution	Current Position Title	Current Position Number	Time Base		Reclassified Position Title	Time Base	Reclassified Position Number
FSP	Correctional Officer	071-202-9662-012	1.00	to	Heavy Truck Driver, CF	1.00	071-216-6379-001
FSP	Correctional Officer	071-202-9662-013	1.00	to	Heavy Truck Driver, CF	1.00	071-216-6379-002
			2.00			2.00	
HDSP	Correctional Officer	934-203-9662-011	0.30	to	Heavy Truck Driver, CF	1.00	934-261-6379-001
HDSP	Correctional Officer	934-203-9662-012	1.00	to	Heavy Truck Driver, CF	1.00	934-261-6379-002
HDSP	Correctional Officer	934-203-9662-013	1.00	to	Heavy Truck Driver, CF	1.00	934-261-6379-003
HDSP	Correctional Officer	934-203-9662-014	1.00	to	Heavy Truck Driver, CF	1.00	934-261-6379-004
HDSP	Correctional Officer	934-203-9662-015	1.00	to	Heavy Truck Driver, CF	1.00	934-261-6379-005
HDSP	Correctional Officer	934-205-9662-120	1.00	to	Heavy Truck Driver, CF	1.00	934-261-6379-006
HDSP	Correctional Officer	934-205-9662-121	0.60	to	Heavy Truck Driver, CF	1.00	934-261-6379-007
HDSP	Correctional Officer	934-206-9662-106	0.10				
HDSP	Correctional Officer	934-206-9662-107	1.00				
			7.00			7.00	
ISP	Correctional Officer	444-206-9662-039	0.53	to	Heavy Truck Driver, CF	0.65	444-261-6379-005
ISP	Correctional Officer	444-202-9662-078	0.12				
ISP	Correctional Officer	444-202-9662-070	1.00	to	Heavy Truck Driver, CF	1.00	444-211-6379-001
ISP	Correctional Officer	444-202-9662-071	1.00	to	Heavy Truck Driver, CF	1.00	444-211-6379-002
ISP	Correctional Officer	444-202-9662-073	1.00	to	Heavy Truck Driver, CF	1.00	444-211-6379-003
ISP	Correctional Officer	444-202-9662-106	1.00	to	Heavy Truck Driver, CF	1.00	444-211-6379-004
ISP	Correctional Officer	444-202-9662-107	1.00	to	Heavy Truck Driver, CF	1.00	444-261-6379-002
ISP	Correctional Officer	444-205-9662-059	1.00	to	Heavy Truck Driver, CF	1.00	444-261-6379-003
ISP	Correctional Officer	444-206-9662-014	1.00	to	Heavy Truck Driver, CF	1.00	444-261-6379-004
			7.65			7.65	
LAC	Correctional Officer	027-203-9662-097	0.36	to	Materials and Stores Supervisor I	1.00	027-561-1508-011
LAC	Correctional Officer	027-205-9662-209	1.00	to	Materials and Stores Supervisor I	0.63	027-261-1508-012
LAC	Correctional Officer	027-208-9662-599	0.27				
			1.63			1.63	
MCSP	Correctional Officer	025-204-9662-083	1.00	to	Materials and Stores Supervisor I	1.00	025-211-1508-001
MCSP	Correctional Officer	025-204-9662-084	1.00	to	Materials and Stores Supervisor I	1.00	025-211-1508-002
MCSP	Correctional Officer	025-204-9662-082	1.00	to	Materials and Stores Supervisor I	1.00	025-265-1508-006
			3.00			3.00	
NKSP	Correctional Officer	182-204-9662-019	1.00	to	Materials and Stores Supervisor I	1.00	182-261-1508-012
NKSP	Correctional Officer	182-204-9662-110	0.60	to	Materials and Stores Supervisor I	0.60	182-261-1508-013
			1.60			1.60	

Institution	Current Position Title	Current Position Number	Time Base		Reclassified Position Title	Time Base	Reclassified Position Number
PBSB	Correctional Officer	394-203-9662-002	1.00	to	Automotive Equipment Operator I, CF	1.00	394-211-6394-001
PBSB	Correctional Officer	394-204-9662-073	1.00	to	Automotive Equipment Operator I, CF	1.00	394-211-6394-002
			2.00			2.00	
PVSP	Correctional Officer	435-202-9662-093	1.00	to	Materials and Stores Supervisor I	1.00	435-211-1508-005
PVSP	Correctional Officer	435-202-9662-094	1.00	to	Materials and Stores Supervisor I	1.00	435-211-1508-006
PVSP	Correctional Officer	435-202-9662-096	1.00	to	Materials and Stores Supervisor I	1.00	435-211-1508-004
PVSP	Correctional Officer	435-202-9662-097	1.00	to	Materials and Stores Supervisor I	0.60	435-211-1508-008
PVSP	Correctional Officer	435-202-9662-124	0.60	to	Materials and Stores Supervisor I	1.00	435-211-1508-006
			4.60			4.60	
RJD	Correctional Officer	030-201-9662-135	1.00	to	Truck Driver, CF	1.00	030-261-6382-001
RJD	Correctional Officer	030-201-9662-138	1.00	to	Truck Driver, CF	1.00	030-261-6382-002
			2.00			2.00	
SAC	Correctional Officer	284-306-9662-193	0.52	to	Materials and Stores Supervisor I	0.52	284-367-1508-016
SAC	Correctional Officer	284-304-9662-194	1.00	to	Materials and Stores Supervisor I	1.00	284-367-1508-010
SAC	Correctional Officer	284-304-9662-195	1.00	to	Materials and Stores Supervisor I	1.00	284-367-1508-011
SAC	Correctional Officer	284-304-9662-196	1.00	to	Materials and Stores Supervisor I	1.00	284-367-1508-012
SAC	Correctional Officer	284-304-9662-197	1.00	to	Materials and Stores Supervisor I	1.00	284-367-1508-013
SAC	Correctional Officer	284-304-9662-198	1.00	to	Materials and Stores Supervisor I	1.00	284-367-1508-014
SAC	Correctional Officer	284-304-9662-199	1.00	to	Materials and Stores Supervisor I	1.00	284-367-1508-015
			6.52			6.52	
SATF	Correctional Officer	587-203-9662-031	1.00	to	Materials and Stores Supervisor I	1.00	587-201-1508-001
SATF	Correctional Officer	587-203-9662-034	1.00	to	Materials and Stores Supervisor I, CF	1.00	587-211-1508-002
SATF	Correctional Officer	587-203-9662-100	1.00	to	Materials and Stores Supervisor I, CF	1.00	587-211-1508-003
SATF	Correctional Officer	587-205-9662-038	1.00	to	Materials and Stores Supervisor I, CF	1.00	587-211-1508-004
SATF	Correctional Officer	587-205-9662-039	1.00	to	Materials and Stores Supervisor I, CF	1.00	587-211-1508-005
SATF	Correctional Officer	587-205-9662-060	1.00	to	Truck Driver, CF	1.00	587-216-6382-001
SATF	Correctional Officer	587-206-9662-093	1.00	to	Truck Driver, CF	1.00	587-216-6382-002
SATF	Correctional Officer	587-209-9662-047	1.00	to	Materials and Stores Supervisor I, CF	1.00	587-261-1508-011
SATF	Correctional Officer	587-209-9662-082	1.00	to	Truck Driver, CF	1.00	587-261-6382-004
			9.00			9.00	
SCC	Correctional Officer	099-202-9662-059	1.00	to	Automotive Equipment Operator I, CF	1.00	099-261-6394-001
SCC	Correctional Officer	099-202-9662-066	1.00	to	Automotive Equipment Operator I, CF	1.00	099-261-6394-002
SCC	Correctional Officer	099-202-9662-080	1.00	to	Automotive Equipment Operator I, CF	1.00	099-261-6394-003
			3.00			3.00	

Institution	Current Position Title	Current Position Number	Time Base		Reclassified Position Title	Time Base	Reclassified Position Number
SOL	Correctional Officer	674-207-9662-034	1.00	to	Materials and Stores Supervisor I	1.00	674-201-1508-001
SOL	Correctional Officer	674-207-9662-048	1.00	to	Materials and Stores Supervisor I	1.00	674-201-1508-002
			2.00			2.00	

Institution	Current Position Title	Current Position Number	Time Base		Reclassified Position Title	Time Base	Reclassified Position Number
SVSP	Correctional Officer	936-205-9662-155	1.00	to	Materials and Stores Supervisor I	0.70	936-261-1508-007
SVSP	Correctional Officer	936-205-9662-156	1.00	to	Materials and Stores Supervisor I	1.00	936-261-1508-008
SVSP	Correctional Officer	936-209-9662-121	0.70	to	Materials and Stores Supervisor I	1.00	936-261-1508-009
			2.70			2.70	
VSPW	Correctional Officer	919-205-9662-009	1.00	to	Correctional Supervising Cook	1.00	919-211-2183-025
VSPW	Correctional Officer	919-205-9662-011	1.00	to	Correctional Supervising Cook	1.00	919-211-2183-026
VSPW	Correctional Officer	919-205-9662-012	1.00	to	Correctional Supervising Cook	1.00	919-211-2183-029
VSPW	Correctional Officer	919-204-9662-025	0.20	to	Correctional Supervising Cook	0.20	919-211-2183-028
VSPW	Correctional Officer	919-205-9662-013	1.00	to	Materials and Stores Supervisor I	1.00	919-261-1508-009
VSPW	Correctional Officer	919-204-9662-025	0.10	to	Materials and Stores Supervisor I	0.10	919-261-1508-008
VSPW	Correctional Officer	919-205-9662-014	1.00	to	Materials and Stores Supervisor I	1.00	919-201-1508-001
VSPW	Correctional Officer	919-204-9662-025	0.60	to	Materials and Stores Supervisor I	0.60	919-201-1508-002
			5.90			5.90	
TOTALS			106.27			106.27	